

II.G. Instructions for Downloading Application Packet Forms and Submitting Completed Application Packets

All application packets that were not submitted prior to the early review deadline must be submitted to the ADA electronically on-line using the following process:

- Step 1 - Download the Application Packet files.
- Step 2 - Complete the Application Packet files.
- Step 3 - Submit the Application Packet files.

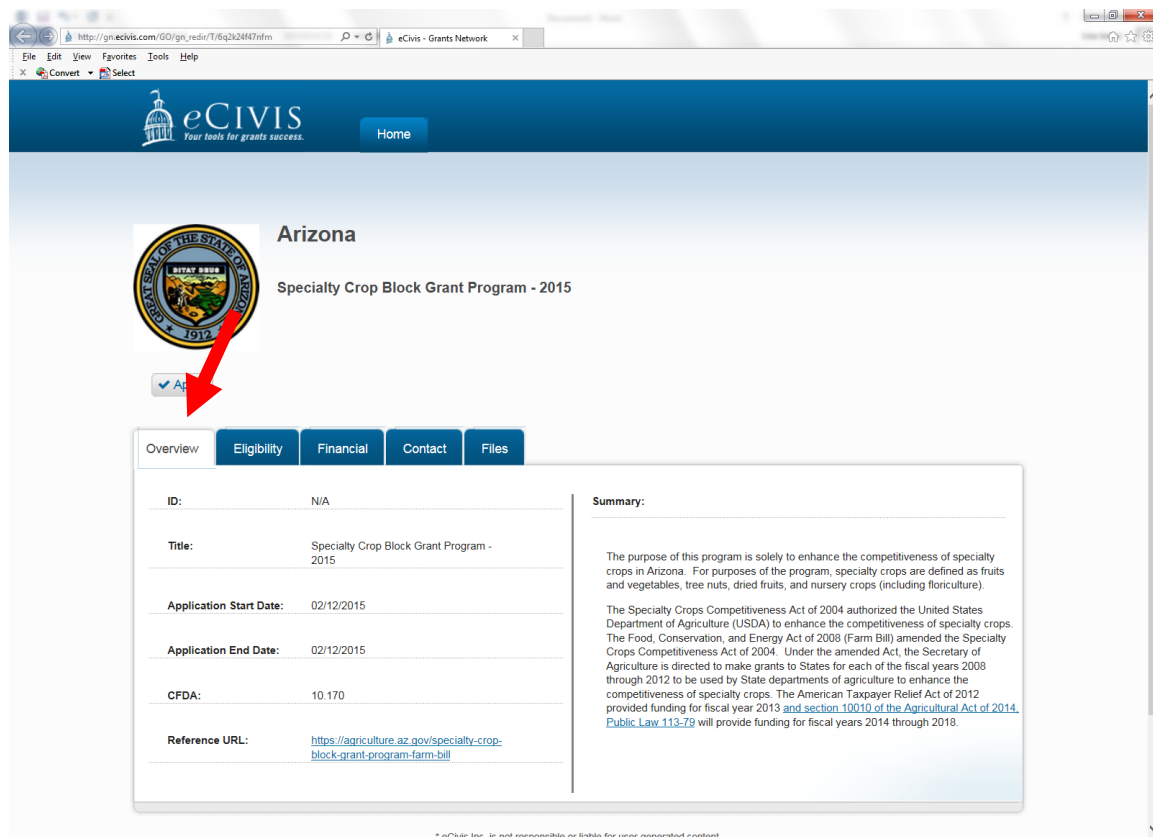
To complete the steps above, your computer system must have the following:

- Internet access
- Microsoft Word
- Adobe Acrobat Reader

If you have technical difficulties during this process, please contact us during regular business hours. See Section II.E.

1. Access the SCBGP private solicitation web page at:
http://gn.ecivis.com/GO/gn_redir/T/6q2k24f47nfm

Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:



The screenshot shows the eCIVIS web application interface. At the top, there is a blue header with the eCIVIS logo and the tagline "Your tools for grants success." Below the header, the page title is "Arizona Specialty Crop Block Grant Program - 2015". A red arrow points to the "Overview" tab in the navigation bar. The "Overview" tab is active, displaying a table with the following information:

ID:	N/A
Title:	Specialty Crop Block Grant Program - 2015
Application Start Date:	02/12/2015
Application End Date:	02/12/2015
CFDA:	10.170
Reference URL:	https://agriculture.az.gov/specialty-crop-block-grant-program-farm-bill


To the right of the table is a "Summary:" section. The summary text reads: "The purpose of this program is solely to enhance the competitiveness of specialty crops in Arizona. For purposes of the program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture). The Specialty Crops Competitiveness Act of 2004 authorized the United States Department of Agriculture (USDA) to enhance the competitiveness of specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004. Under the amended Act, the Secretary of Agriculture is directed to make grants to States for each of the fiscal years 2008 through 2012 to be used by State departments of agriculture to enhance the competitiveness of specialty crops. The American Taxpayer Relief Act of 2012 provided funding for fiscal year 2013 and section 10010 of the Agricultural Act of 2014, Public Law 113-79 will provide funding for fiscal years 2014 through 2018."


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 **Arizona**

Specialty Crop Block Grant Program - 2015



Overview Eligibility Financial Contact Files

Eligible Applicants:

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

Eligibility Notes:

State and/or local organizations, government entities, producer associations, academia, community based organizations, and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts. Regional or multistate projects may be considered by ADA. SCBGP-FB grant funds will be awarded for projects of **up to 2 years duration**. An entity may submit more than one application packet, but only if the application packets are for completely different projects. If submitting multiple project application packets, please prioritize your submissions.

To be eligible for a grant, the project(s) **must solely enhance the competitiveness** of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets. Projects must also benefit more than one commercial product (e.g., ABC Company brand), organization or individual.


AMS SCBGP will not award grant funds for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. In addition, recipients and subrecipients cannot use grant funds to compete unfairly with private companies that provide equivalent products or services. Single organizations, institutions, and individuals are encouraged to participate as project partners.


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 **Arizona**

Specialty Crop Block Grant Program - 2015



Overview Eligibility Financial Contact Files

Funds Available: \$0.00 (min) \$1,000,000.00 (max)

Award Amount: N/A (min) N/A (max)

Number of Awards: N/A

Average Award Size: N/A

Matching Required: Recommended

Matching Type: Cash/In-Kind

Financial Notes:


ADA plans to award multiple grants from these funds for the fiscal year 2015 grant cycle. ADA may place a per applicant cap on grant awards. USDA, however, as the funding source, has the final approval over grant projects. Thus, while ADA's Director makes the preliminary decisions based on ADA staff review and recommendations from a review panel of industry representatives, **USDA will make the final decision concerning grant awards.**


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 **Arizona**
Specialty Crop Block Grant Program - 2015

Overview Eligibility Financial **Contact** Files


Agency/Department:	AHA - Agricultural Consultation and Training	Contact Notes: Lisa James or Ashley Worthington Program Coordinators Arizona Department of Agriculture 1688 West Adams Street Phoenix, Arizona 85007 Phone: 602-542-3262 or 602-542-0972 Email: ljames@azda.gov or aworthington@azda.gov Toll Free: 800-294-0308 Fax: 602-364-0630
Office:	N/A	
Program Contact:	Lisa James or Ashley Worthington Program Coordinators Arizona Department of Agriculture 1688 West Adams Street Phoenix, Arizona 85007	
Application Address:	N/A	


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 **Arizona**
Specialty Crop Block Grant Program - 2015

Overview Eligibility Financial **Contact** **Files**



Files:	<p>SCBGP-FB15 Grant Manual:  SCBGP-FB 2015 Grant Manual Draft 020515 (1.6 Mb)</p> <p>Application Cover Sheet:  Appendix B - Application Cover Sheet 120114 - fill (518.4 Kb)</p> <p>Project Proposal Template:  Appendix C - Project Proposal Template (18.8 Kb)</p> <p>Budget Form:  Appendix D - Budget Template 021215 - Fillable (762.4 Kb)</p>	File Notes: For instructions on downloading the application files, please visit our website at: http://agriculture.az.gov/specialty-crop-block-grant-program-farm-bill . Please take the time to read the grant manual carefully and follow all given instructions. Incomplete applications, applications that include support letters or documentation, or applications that exceed the given page limits shall be deemed ineligible. You are strongly encouraged to communicate with industry representatives or stakeholders that may be affected by your grant application so that they are aware of your efforts.
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At the Files tab, download and save each of the files to your computer:

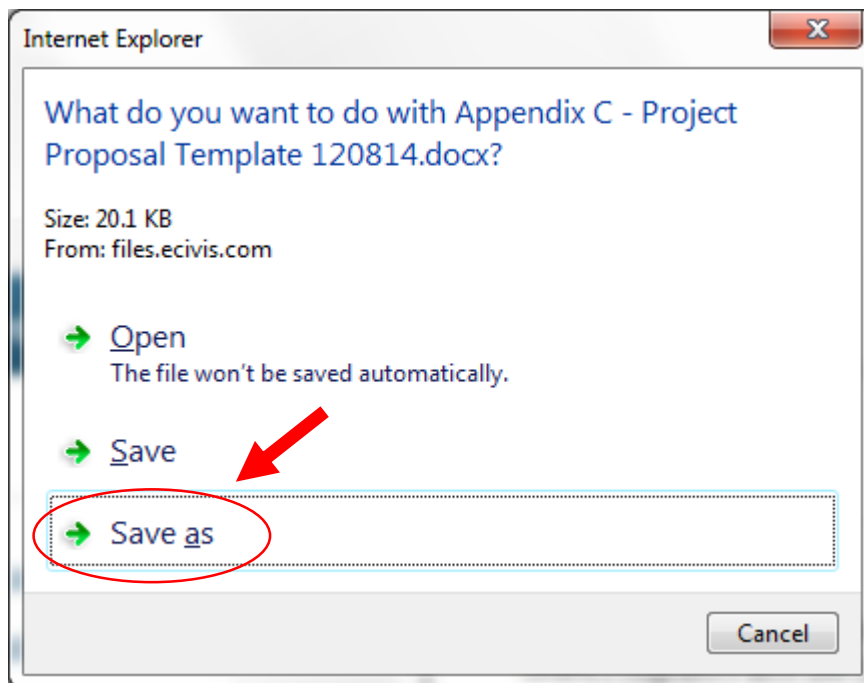
Note: These are general instructions based on the use of Windows 7 Professional as the operating system and Internet Explorer as the browser. The use of a different operating system and/or a browser other than Internet Explorer, i.e. Google Chrome or Firefox may vary the process of saving or downloading files to your computer.

Download and save the  PDF files using the following steps:

- Click on the file link to open the file.
- Click on “File” in the upper left menu bar.
- Click on “Save As” in the drop down menu.
- Name the file and save it to a location on your computer that you can access later.
- Use the  back button to go back to the main page and then the Files tab. DO NOT CLOSE THE FILE USING THE  OR YOU WILL CLOSE YOUR BROWSER.

Download and save the  Word file using the following steps:

- Click on the file link to open the dialog box.
- Click on “Save As” in the dialog box.



- Name the file and save it to a location on your computer that you can access later.

2. Prepare the application packet files off-line (see Sections II. A. B. and C.):
 - a. **Application Cover Sheet in PDF format** – Must be completed in fillable PDF form, printed, signed and scanned into a new PDF document. Not more than ONE page. Project Title not more than SIX words. Must be labeled Page 1.
 - b. **Project Proposal in Word format** – Must be completed in Microsoft Word template. Instructions with examples begin on Page 11. Not more than FOUR pages total. Must be labeled Pages 2-5.
 - c. **Budget in PDF format** – Must be completed and saved in fillable PDF form. Not more than ONE page. Must be labeled Page 6.
3. When the application packet files are complete, use the following steps to submit the application packet on-line:
 - a. **If you are submitting more than one application packet, follow the steps below for each application packet. Use the “Notes” field in Step k. to prioritize your application packets.**
 - b. Return to the SCBGP private solicitation web page at:
http://gn.ecivis.com/GO/gn_redir/T/6q2k24f47nfm
 - c. Click on the “Apply” button.

The screenshot shows the eCIVIS web application interface. At the top, there is a navigation bar with the eCIVIS logo and a 'Home' button. Below this, the main content area displays the Arizona State Seal and the text 'Arizona Specialty Crop Block Grant Program - 2015'. A red arrow points to a blue 'Apply' button with a checkmark icon. Below the 'Apply' button, there is a tabbed interface with tabs for 'Overview', 'Eligibility', 'Financial', 'Contact', and 'Files'. The 'Overview' tab is selected, showing a form with the following fields:

ID:	N/A
Title:	Specialty Crop Block Grant Program - 2015
Application Start Date:	02/12/2015
Application End Date:	02/12/2015
CFDA:	10.170
Reference URL:	https://agriculture.az.gov/specialty-crop-block-grant-program-farm-bill

To the right of the form, there is a 'Summary' section with the following text:

The purpose of this program is solely to enhance the competitiveness of specialty crops in Arizona. For purposes of the program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture).

The Specialty Crops Competitiveness Act of 2004 authorized the United States Department of Agriculture (USDA) to enhance the competitiveness of specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004. Under the amended Act, the Secretary of Agriculture is directed to make grants to States for each of the fiscal years 2008 through 2012 to be used by State departments of agriculture to enhance the competitiveness of specialty crops. The American Taxpayer Relief Act of 2012 provided funding for fiscal year 2013 and [section 10010 of the Agricultural Act of 2014, Public Law 113-79](#) will provide funding for fiscal years 2014 through 2018.

At the bottom of the page, there is a small disclaimer: '* eCivis Inc. is not responsible or liable for user-generated content.'

- d. Enter the required information (indicated by the red *) in the “Organization Name”, “Applicant Name” and “Applicant E-mail Address” fields.

Organization Name: * ABC Company


Applicant Name: * Jane Doe

Applicant Email Address: * ABC123@XXXX.com

Application File: + No files currently attached.

Notes: 1500 Characters Left

Save

- e. Click on the  green plus sign next to “Application File”.

Organization Name: * ABC Company

Applicant Name: * Jane Doe

Applicant Email Address: * ABC123@XXXX.com

Application File: + No files currently attached.

Notes: 1500 Characters Left

Save

- f. Click on the “Browse” button and find the completed “Application Cover Sheet” PDF file on your computer and double click the file.

The screenshot shows the eCIVIS Arizona Specialty Crop Block Grant Program - 2015 application page. The 'Add File Attachment' dialog box is open, showing the 'Browse...' button highlighted with a red arrow. The background form includes fields for Organization Name (ABC Company), Applicant Name (Jane Doe), Applicant Email Address (ABC123@XXX), and Application File (No files currently attached). The 'Upload' button is also visible in the dialog box.

- g. Click on the “Upload” button.

The screenshot shows the eCIVIS Arizona Specialty Crop Block Grant Program - 2015 application page. The 'Add File Attachment' dialog box is open, showing the 'Upload' button highlighted with a red arrow. The background form includes fields for Organization Name (ABC Company), Applicant Name (Jane Doe), Applicant Email Address (ABC123@XXX), and Application File (No files currently attached). The 'Upload' button is also visible in the dialog box.

h. Look for the “Success Notification” and the file name listed on the screen.

Arizona
Specialty Crop Block Grant Program - 2015

Success Notification
The file attachment was uploaded successfully.

Submit Application Details

Organization Name: * ABC Company

Applicant Name: * Jane Doe

Applicant Email Address: * ABC123@XXXX.com

Application File: * Appendix B - Application Cover Sheet 120114 - fillable pdf

Notes: 1500 Characters Left

Save

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i. Repeat steps d. through h. for the “Project Proposal” Word file and the “Budget” PDF file until all three files appear on the screen.

Arizona
Specialty Crop Block Grant Program - 2015

Success Notification
The file attachment was uploaded successfully.

Submit Application Details

Organization Name: * ABC Company

Applicant Name: * Jane Doe

Applicant Email Address: * ABC123@XXXX.com

Application File: * Appendix B - Application Cover Sheet 120114 - fillable pdf
Appendix C - Project Proposal Template.docx
Appendix D - Budget Template 021215 - Fillable pdf

Notes: 1500 Characters Left

Save

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- j. The following files must be attached and appear on the application screen. **Only the following files** should be attached, **attaching additional or incorrect files* could deem your application ineligible:**

Application Cover Sheet in PDF format – Must be completed in fillable PDF form, printed, signed and scanned into a new PDF document. Not more than ONE page. Project Title not more than SIX words. Must be labeled Page 1.

Project Proposal in Word format – Must be completed in Microsoft Word template. Instructions with examples begin on Page 11. Not more than FOUR pages total. Must be labeled Pages 2-5.

Budget in PDF format – Must be completed and saved in fillable PDF form. Not more than ONE page. Must be labeled Page 6.

***The on-line application system will not alert you if you have attached additional or incorrect files.**

- k. Use the optional “Notes” field to add additional information (up to 1,500 characters) if necessary. For example, if you are submitting more than one application you can use this field to indicate the priority of the application. See Section I.G.

The screenshot displays the eCIVIS application system interface for the Arizona Specialty Crop Block Grant Program - 2015. The interface includes a header with the eCIVIS logo and a 'Home' button. Below the header, the Arizona state seal is visible, along with the program name. A 'Submit Application Details' form is shown with the following fields:

- Organization Name: ABC Company
- Applicant Name: Jane Doe
- Applicant Email Address: ABC123@XXXX.com
- Application File: Appendix B - Application Cover Sheet 120114 - fillable.pdf, Appendix C - Project Proposal Template.docx, Appendix D - Budget Template 021215 - Fillable.pdf
- Notes: (A red arrow points to this field, which has a character count of 1500 Characters Left)

A 'Save' button is located at the bottom of the form. A success notification box in the top right corner states: 'The file attachment was uploaded successfully.'

- l. When you have confirmed that all required information is on the screen. Click on the “Save” button. The Application Packet must be submitted prior to 12 midnight (MST) on April 1st.

The screenshot shows the eCIVIS web interface for the Arizona Specialty Crop Block Grant Program - 2015. The 'Submit Application Details' form is displayed with the following information:

- Organization Name: ABC Company
- Applicant Name: Jane Doe
- Applicant Email Address: ABC123@XXXX.com
- Application File: Appendix B - Application Cover Sheet 120114 - fillable pdf, Appendix C - Project Proposal Template docx, Appendix D - Budget Template 021215 - Fillable pdf
- Notes: (empty text area with 1500 Characters Left)

A red arrow points to the 'Save' button located at the bottom left of the form. A success notification box in the top right corner states: 'Success Notification: The file attachment was uploaded successfully.'

- m. Look for the notification below and print this screen for your records.

The screenshot shows the eCIVIS web interface after the application has been submitted. The 'Submit Application Details' form is now a confirmation box with the message: 'The application has been submitted successfully.' This box is circled in red. The background of the page shows the same header and footer as the previous screenshot.

You will receive a confirmation e-mail no later than the next business day. If you do not receive a confirmation e-mail please contact us. See Section II.E.

Remember, ADA's Agricultural Consultation and Training Program (ACT) must receive completed application packets no later than **12 midnight (MST) on Wednesday, April 1st**.

Grant applications submitted by the April 1 deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on April 2 at 1688 West Adams Street, Phoenix, Arizona.